

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : I  
Chapter : 1  
Section : 1  
Directive : 4

Revision Date : 06/18/1999

Subject : **PROJECT DEVELOPMENT STATUS**

1. **PURPOSE:** The purpose of this directive is to establish a policy for initiation and cancellation of projects.
2. **SCOPE:** This directive covers all project numbers assigned by the Project Control Section for all purposes - such as, survey, right-of-way, construction, etc. It also establishes policies for deactivation, cancellation, reactivation and completion of projects.
3. **BACKGROUND:** The Department is in the process of developing a preconstruction and construction management system, which will monitor and coordinate various activities during each phase of design and construction. In order to be able to effectively monitor the progress of work, it is necessary that project numbers not be perpetuated on those projects that have been postponed, taken off the active list, cancelled or completed. For this reason, this new policy is being established.
4. **CATEGORIES OF PROJECT STATUS:** Two categories of project status are hereby established as follows:
  - A. **Active project numbers** - This category covers projects that have been programmed that are actively being worked on at some phase of pre-design, design or construction.
  - B. **Inactive project numbers** - This category covers projects that have been indefinitely postponed, or delayed for a period of less than 3 years from the date of decision for postponement.
5. **ASSIGNMENT OF PROJECT NUMBERS:** The following policy will be used of issuance of all project numbers.

Section Heads are authorized to initiate a request for assignment of project numbers, or to change the status of projects. Form No. 03-26-0310 will be used for this purpose and submitted to the Project Control Engineer for further processing.

Project numbers may be requested by the District Administrator for preparation of various documents - such as Form 582 - by telephone - from the Project Control Engineer. In these cases, the requestor will give all the required information to the Project Control Section for completion of this form and further processing. The authorization and approval authority is given only to the Director of Preconstruction for any actions on project numbers.

6. **CANCELLATION OR DEACTIVATION OF PROJECTS:** Any project that has been indefinitely postponed - but for a period of less than 3 years - will be placed on inactive status, using Form 03-26-0010. The section Head will initiate this request and transmit it to the Project Control Engineer.

Projects that have been programmed but are delayed due to funding restrictions, environmental constraints, right-of-way acquisition, or other causes beyond the control of the Department are placed in the inactive category. Projects are also placed in this category at the discretion of the Director of Preconstruction.

In cases where a project is definitely canceled or postponed for a period of at least 3 years, the project number will be canceled in the same manner.

7. **COMPLETION OF PROJECTS:** When a project is successfully completed and accepted by the Department, the number assigned to it will be terminated as soon as possible. This will be done after the payment of final estimate, the expiration of the lien period, and release of the retainage by the Financial Services Administrator's office. The Financial Services Administrator's office will advise the Project Control Engineer, in writing, who will terminate the project number.

If there is any pending litigation in connection with the project, the project number will be continued until released by the General Counsel. In these cases, it will be necessary to advise the Project Control Engineer of termination.

8. **REACTIVATION OF PROJECTS:** When instructions are given by the individuals listed in paragraph 5 to reactivate a project in the "inactive" or canceled status and the extent of improvements are not changed, Form 03-26-0010 will be prepared by the Section Head and submitted to the Project Control Engineer and, with subsequent approval of one of those listed in paragraph 5, the project number will be placed on the active list.

In the event the extent of improvements is changed, it will be necessary to submit a new description of the extent of improvements.

9. **REACTIVATION OF A TERMINATED PROJECT NUMBER:** In unusual cases where it is necessary to reactivate a project number for various reasons, such as unexpected litigation, this will be done using Form 03-26-0010 giving reasons for the request.

It will be the responsibility of the Section Head making the request to advise the Project Control Engineer, in writing, to terminate the project upon completion.

10. **IMPLEMENTATION OF EFFECTIVE DATES:** The implementation of the policy covered in this directive will be accomplished as follows:

- A. Assignment of project numbers, as described in paragraph 5, will be initiated upon receipt of this EDSM.
- B. Cancellation of project numbers that have been postponed for more than 3 years, or those that do not require any activity or charges in the foreseeable future, will be canceled by February 1, 1977, using the procedures established in paragraph 6. This responsibility is assigned to the Project Control Engineer.
- C. Deactivation of projects meeting the criteria given in paragraph 6 will be completed by December 1, 1976. This responsibility is assigned to the Road Design and Bridge Design Engineers and location and Survey Engineer, in their respective areas.
- D. It will be the responsibility of each Section Head and District Administrator to initiate procedures to insure that no charges are made to any projects that are not on the active projects list.

- E. The Financial Services Administrator's office is requested to initiate procedures to insure that charges made to projects that are not on the active list are not processed, but returned to the respective Section for correction.
- F. On a quarterly basis, the Project Control Engineer will issue a list of active projects and inactive projects. The list will also show projects canceled during the previous quarter.

11. **OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded. This directive supersedes EDSM No. I.1.1.4, issued September 10, 1976.

## ATTACHMENT 1

Form 03-26-0010 will be completed as follows: (see Attachment 2)

### **Project Number:**

(a) **State Maintained System** - The first 5 digits are to be completed by the requestor. These 5 digits represent the Control Section, which the requestor may find by using the district maps and the Control Section Manual. The last 2 digits represent the Project Number and will be completed by the Project Control Section.

(b) **Off State Maintained System** - Project Control Section will assign project number(s) for any authorized project(s) not shown on the present district maps.

(c) **Survey** - Survey project number(s) will be assigned by the Project Control Section.

**Bridge Numbers:** Requestor will obtain the Bridge Number(s) from the Control Section Manual, Volume II, Bridges. If the Bridge Number is not in the Manual, the Project Control Section will assign a number upon request.

**District Number:** Requestor can refer to district maps for this information.

**Federal Aid Project Number:** Requestor will determine if the Project(s) will be Federally funded. If Federal funds are to be used, the requestor will inform Project Control Section and Project Control Section will assign a Federal Project Number.

**Route:** The route number will be determined by the requestor. Route Number may be obtained from the parish maps and/or Control Section Manual, Volume I, Roads.

If proposed project is on new location, the requestor must be able to tell Project Control Section if the new location is to be maintained by the Department of Transportation and Development or some other Agency. Project Control Section will then obtain a new Route Number and Control Section, if required.

**Name:** A suggested Project Name would be filled out by the requestor. The Project Name must be compatible to the Project Limits and described in a west to east or south to north direction as the numerical sequence of the Control Sections.

**Parish:** Parish location will be determined by the requestor.

**Type:** Type of Construction will be determined by the requestor. Construction codes prepared and distributed by the Data Processing Section on June 23, 1975 are used for this coding.

**Miles:** Length of project in miles to 3 places (0.000) to be determined by the requestor.

**Project Limits:** The Project Limits will be determined by the requestor. The Project Limits must be compatible with the Project Name and described in a west to east or south to north direction. The beginning and ending termini description should have geographical features that describe the Project Limits - such as Route Intersections, Bridge Ends, Parish Lines, City Streets, Rivers or Streams, and/or Railroad Crossings.

**Financing:** The requestor must obtain the source of funding prior to requesting a Project Number. Types of funding keys the Project Control Section to the assignment of a Federal Aid Project Number, writing for any type of reimbursable funds or the funding from the appropriate state funds.

**Work Category:** The requestor must know how the work is to be done. The proper coding of this Category is determined from the Work Category Table distributed by Data Processing Section on June 23, 1975. Work Category is a listing of how the project is to be accomplished; meaning that the construction will be awarded by Contract, by District Purchase Requisition, by Department Forces, etc.

**System Code:** System Codes will be assigned from the Control Section Manual, Volume I, Roads, by the Project Control Section.

**Existing Roadway Type:** Existing Roadway Type will be coded by the Project Control Section from the Control Section books, utilizing previous project(s) information.

**Construction Data:** Construction Data is a function and use of the Road Design Section, and will be coded by the requestor using the memorandum by the Road Design Engineer dated December 13, 1974.

**Joint Projects, Parish(es) and Description of Work:** The requestor will know if the limits of any project will require a Joint Project Number and the requestor will be required to have the same information as any single project requirement.

**Description of Work:** A complete description of the extent of improvements planned will be given. If the extent of work is changed during design stages, approval is required by one of the approval authorities given in paragraph 5.

**Requested by:** Either the signature, if stationed at the Headquarters, or typed name if District Administrator, of the individual requesting the number.

**Authorized By:** Typed name of the individual who gave instructions to initiate the project. Authorization can be given only by one of those individuals listed in paragraph 5.

**Approved By:** The signature of preferably the individual that authorized the project - or, if unavailable, one of the individuals listed in paragraph 5.

## **PROJECT NUMBER REQUEST**

PROJECT NUMBER:	To be completed by Project Control Section
BRIDGE NUMBERS:	To be completed by Requestor
DISTRICT NUMBER:	To be completed by Requestor
FEDERAL AID PROJECT NUMBER:	To be completed by Project Control Section
ROUTE:	To be completed by Requestor
NAME:	To be completed by Requestor

PARISH:	To be completed by Requestor
TYPE:	To be completed by Requestor
MILES:	To be completed by Requestor
PROJECT LIMITS:	To be completed by Requestor
FINANCING:	To be completed by Requestor: State__Fed.___
WORK CATEGORY:	To be completed by Requestor
SYSTEM CODE:	To be completed by Project Control Section
EXISTING ROADWAY TYPE:	To be completed by Project Control Section
CONSTRUCTION DATA:	To be completed by Requestor
JOINT PROJECTS:	To be completed by Project Control Section
PARISH:	To be completed by Requestor
DESCRIPTION OF WORK:	To be completed by Requestor